MANAGE COLLABORATION AND COMMUNICATION WITH MICROSOFT TEAMS (MS-700)

Course Code: 100690

The Managing Microsoft Teams course is designed for persons who are aspiring to the Microsoft 365 Teams Admin role.

A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment. In this course, you will learn about various Teams management tools, security and compliance feature for Teams, network requirement for Teams deployment as well as different Teams settings and policies for managing collaboration and communication experience in Teams.

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Access this course and over 50 other instructor-led training courses for only $2,999.

What You'll Learn

- Troubleshoot audio, video, and client issues

Who Needs to Attend

Students in this course are interested in Microsoft Teams or in passing the Microsoft Teams Administrator Associate certification exam. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment. A Microsoft Teams administrator must be able to plan, deploy, and manage teams, chat, apps, channels, meetings, audio/video conferencing, live events, calling, and Teams certified devices. A Microsoft Teams administrator has experience integrating Microsoft Teams with SharePoint, OneDrive, Exchange, Microsoft 365 Groups, and other Microsoft, third-party, and custom apps. A Microsoft Teams administrator understands and collaborates with other workloads and roles, such as Network, Voice, Identity, Access, Devices, Licensing, Security, Compliance, Information management, and User Adoption.

Prerequisites

- A proficient understanding of basic functional experience with Microsoft 365 services.
- A proficient understanding of general IT practices, including using PowerShell.

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CLASSROOM LIVE	$2,595 USD	4 Day

Classroom Live Outline

Module 1 : Get started with managing Microsoft Teams

Explore Microsoft Teams Plan and deploy Microsoft Teams Implement lifecycle management and governance for Microsoft Teams Monitor your Microsoft Teams environment

Module 2 : Prepare the environment for a Microsoft Teams deployment

Manage access for external users Implement security for Microsoft Teams Implement compliance for Microsoft Teams Plan and configure network settings for Microsoft Teams

Module 3 : Manage chat, teams, channels, and apps in Microsoft Teams

Create and manage teams Manage collaboration experiences for chat and channels Manage apps for Microsoft Teams

Module 4 : Manage meetings and calling in Microsoft Teams

Introduction to Teams meetings and calling Manage meetings and events experiences Plan for Microsoft Teams Rooms and shared meeting spaces Configure, deploy, and manage Teams devices Plan for Teams Phone Configure and deploy Teams Phone Configure and manage voice users

- Configure auto attendants and call queues
- Troubleshoot audio, video, and client issues

Classroom Live Labs

Lab : Manage Microsoft Teams

- Prepare team roles and licenses

- Explore Teams management tools
- Create groups and teams
- Implement governance and lifecycle management for Microsoft Teams

Lab : Configure security and compliance for Microsoft Teams

- Manage guest access for Microsoft Teams
- Implement security for Microsoft Teams
- Implement compliance for Microsoft Teams

Lab : Plan and configure network settings for Microsoft Teams

- Calculate networking capabilities

Lab : Manage teams and collaboration settings for Teams

- Manage team resources
- Configure channel and messaging policies
- Manage app settings
- Test configured policy settings

Lab : Manage Teams meetings experiences

- Manage meetings and virtual events experiences
- Deploy Teams device profiles

Lab : Manage calling in Microsoft Teams

- Set up a Calling Plan (Optional)
- Manage phone system for Microsoft Teams

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VIRTUAL CLASSROOM LIVE	$2,595 USD	4 Day

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Virtual Classroom Live Labs

Lab : Manage Microsoft Teams

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- Explore Teams management tools
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May 26 - 29, 2026 | 9:00 AM - 5:00 PM EDT

Jun 1 - 4, 2026 | 9:00 AM - 5:00 PM EDT

Jun 22 - 26, 2026 | 12:00 - 8:00 PM EDT

Jul 6 - 9, 2026 | 9:00 AM - 5:00 PM EDT

Aug 10 - 13, 2026 | 9:00 AM - 5:00 PM EDT

Sep 21 - 24, 2026 | 9:00 AM - 5:00 PM EDT

Oct 5 - 8, 2026 | 12:00 - 8:00 PM EDT

Oct 26 - 29, 2026 | 9:00 AM - 5:00 PM EDT

Nov 16 - 19, 2026 | 9:00 AM - 5:00 PM EST

Dec 7 - 10, 2026 | 9:00 AM - 5:00 PM EST

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PRIVATE GROUP TRAINING	4 Day

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